

draft
Progress Report
Initiative to Transition the AAEP to a Community-Based
Management and Governance Structure and Strengthen the
Mayor's Council on African American Elders

February 1 through February 29, 2004

Project Background

The Mayor's Council on African American Elders (the Council) and the Seattle Human Services Department, Aging and Disability Services (ADS) initiated the AAEP project in September 2003. The primary goals are to strengthen the Council through effective member recruitment and retention and to develop a plan for the transition of the AAEP to a community-based management and governance structure. The timeline has been extended to April 30, 2004. This report provides progress on project goals for the period February 1 through February 29, 2004.

Key Objectives and Activities

1. Brief executive sponsors, partners and key stakeholders.
2. Hold regular Steering Committee meetings.
3. Recruit Steering Committee members.
4. Draft a comprehensive description of the AAEP, including services and service model.
5. Secure statement of support for project from Executive Sponsors.
6. Initiate Council recruitment process.
7. Improve internal and external communications with and among stakeholders.
8. Develop criteria for selection of a Nonprofit Affiliate.
9. Design and implement a process for securing community input into the AAEP transition.
10. Develop screening criteria for potential affiliate organizations.
11. Develop preliminary list of potential affiliates.
12. Select and interview candidates.
13. Select affiliate and develop contract.

Accomplishments for the Period

1. Held two Design Team meetings to keep the project on track, identified and resolved issues and concerns and develop strategies to get around barrier to moving the project forward.
2. Implemented the community input initiative: held two focus group sessions, scheduled, and conducted seven key informant interviews.
3. Completed the progress report for the period January 1, 2003 through January 31, 2004.
4. Held one Steering Committee meeting to approve project pros and cons and review the results of the meeting to design the service model for the AAEP.
5. Held the monthly meeting of the Mayor's Council on African American Elders. The Council voted to change its role in the AAEP transition. Effective immediately, the Council will assume the leadership previously provided by the AAEP Transition Steering Committee.

Key Next Steps

Over the next month, the Design Team and Steering Committee will focus on the following issues and activities:

1. Conduct meeting(s) of managers and senior staff to design a model for services to be provided by the AAEP after it is transitioned to a community-based management and governance structure.
2. Provide project update and briefing for all Executive Sponsors.
3. Provide regular project updates for partners, staff and stakeholders.
4. Continue to implement the community input initiative: compile data collected from 4 focus groups, 9 key informant interviews and the community survey of approximately 200 individuals.
5. Summarize, analyze and draft a summary report of the community input initiative.
6. Draft a model "*operating agreement*" for affiliate nonprofit agency.
7. Develop pre-qualification criteria for potential affiliates.
8. Develop a clear "statement of impact" of the AAEP transition on clients.
9. Implement strategies to fortify community support for the AAEP.
10. Clarify and describe contract requirements for the AAEP transition.
11. Identify and screen potential candidates for a nonprofit affiliate organization.
12. Draft project plan.

Summary and Highlights

During the month of February, the primary focus of the project was implementing the process to ensure broad community input into the AAEP transition planning process. Members of the Design Team facilitated and otherwise participated in two focus groups. These focus group sessions included "Super Seniors", elders 75 years and older and "Care Givers". Global interviewed nine key informants about the needs and availability of services for African American elders in Seattle and South King County. The key informants included experts in aging, former members of the MCAAE, and political and community leaders.

Eighty-seven individuals shared their views and perceptions about the needs and availability of services for African American elders. Forty-three (43) individuals from Seattle, South King County and other areas responded to the community survey. Nine (9) agreed to be interviewed as a key informant and 35 participated in focus group sessions. The responses and feedback from participants provided a rich body of information that will be very helpful in charting the immediate and long-term future of the AAEP.

Global, the project consultant has begun the work of compiling and analyzing the data for a summary report.